

CENTRAL INTELLIGENCE AGENCY
CAREER SERVICE

1. I, _____, having been employed by the Central Intelligence Agency and having been informed that I am eligible for consideration for appointment in the Career Service of the Central Intelligence Agency, acknowledge my intent and understanding concerning that Service.

2. I have considered carefully the opportunities available in the Central Intelligence Agency Career Service, and I desire to devote myself to that Service, being mindful of restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I intend fully to devote my career to this Service, complying with all the conditions appertaining thereto.

3. It is understood that this statement of intent will be weighed in considering the future training which I shall be afforded. It is further understood that in the event such future training includes attendance at higher institutions of learning, such as colleges, universities or specialized institutes, the costs of which are defrayed by the Central Intelligence Agency, I shall comply with appropriate regulations concerning length of tenure in the Central Intelligence Agency Career Service after such attendance at higher institutions of learning, a part of the consideration of my being afforded such opportunity being based upon my agreement to comply with requirements as to length of tenure.

4. I have been informed that as an integral part of the Central Intelligence Agency Career Service there is a Career Management Program and other benefits for members of the Career Service. It is understood by me that this statement of my intent to become part of the Career Service entitles me to be considered in the Career Management Program and to be the recipient of other benefits applicable.

SECRET

CONFIDENTIAL

Move:

1. That steps be taken through a committee to establish a rating and appraisal system.
2. That employees who have been on the job two years signify intention to remain five more, willing to go overseas, and who wish to enter the career service, be rated in the following order:
 - a. GS-9 and above within six months
 - b. GS-7 (and those above who become eligible in the meanwhile) within twelve months
 - c. GS-5 (and those above who become eligible in the meanwhile) within eighteen months
3. That those rated satisfactory and above be enlisted in the Career Service.
4. That those rated below satisfactory be placed on probation for six months, and dismissed if they are not rated satisfactory at the end of that time. That a board be appointed to hear appeals, with authority to order assessment and reassignment if it seems desirable.
5. That those rated Excellent and above be studied to determine if they have further potential. The Board of Review in each office shall determine whether such an employee will be more useful to his office after further training and rotation.

Employees who wish to leave their offices for other or more general work will be studied by the board of examination and review.

All employees so rated excellent or better will be tested and assessed, as an aid to the boards.

SECRET